

# Business Contracts



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S  
A  
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**ADDENDUM: <<COMPANY>> BILLABLE SERVICES: REFERENCE SHEET**

The purpose of this document is to explain several of the various services <<Company>> offers and to differentiate them from one another in order to understand how <<Company>> bills for its time and services.

The following is a list of the various services we offer and the billable rate per hour for each of the services. You may refer to these rates when calculating the job cost for each project.

**Service Type**

- << Insert type of service >>
- << Insert type of service >>
- << Insert type of service >>
- << Insert type of service >>
- << Insert type of service >>

S  
A  
M

**Billing Rate / Hour**

- \$<<Insert rate>>
- \$<<Insert rate>>
- \$<<Insert rate>>
- \$<<Insert rate>>
- \$<<Insert rate>>

**Fixed Rates and Costs**

During the course of working with <<Company>>, the following rates for expenses and fixed costs will apply ...

P  
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# S A M P L E

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